

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SENIOR EXECUTIVE MANAGEMENT ASSISTANT

JOB DESCRIPTION

Employees in this job, as integral members of the senior management team, interact with top state administrators, high-level executives, staff, and the general public in order to represent members of policy-making boards and commissions, department directors, their deputies and their senior policy staff, and program assistants. Senior executive management assistants monitor and report departmental initiatives, activities, and related matters, and provide administrative and executive support to assist administrative officials involved in the development, implementation, and executive management of programs and policies for departments and agencies of state government. Considerable independent judgment is required for all job grades.

The Senior Executive Management Assistant Service (SEMAS) is authorized and defined by Civil Service Commission Rule 4-7.

Each appointment to a position in this job shall be limited to a term not to exceed two years. Incumbents may be reappointed to additional terms. Movement through the salary range is based upon performance evaluated by the employing agency under an approved performance management plan.

There are four classifications in this job.

Position Code Title – Senior Executive Management Assistant-1

Senior Executive Management Assistant 9

The employee performs a full range of administrative and executive support duties for a supervising administrator classified as a Senior Executive Assistant-Deputy Director, Senior Executive Assistant-Director, State Policy Assistant 15, or to an equivalent unclassified position.

Position Code Title – Senior Executive Management Assistant-2

Senior Executive Management Assistant 11

The employee performs a full range of administrative and executive support duties for a supervising administrator classified as a Senior Management Executive, Senior Policy Executive, State Policy Administrator 17 or 18, or to an equivalent unclassified position.

Position Code Title – Senior Executive Management Assistant-3

Senior Executive Management Assistant 13

The employee performs a full range of administrative and executive support activities for a supervising administrator classified as a Senior Deputy Director, a State Deputy

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Administrator 20, an equivalent unclassified position, or an autonomous agency director equivalent to a deputy department director.

Position Code Title – Senior Executive Management Assistant-4

Senior Executive Management Assistant 15

The employee performs a full range of administrative and executive support activities for the director of a principal department and/or commission or board responsible for the overall mission of the department.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs a variety of administrative and executive support tasks, which may be highly confidential and sensitive.

Coordinates office management activities for the executive or commission.

Researches, compiles, assimilates, and prepares confidential and sensitive documents and briefs the executive regarding contents.

Reads and screens incoming correspondence and reports, makes preliminary assessment of the importance of materials and organizes documents, handles some matters personally, and forwards appropriate materials to the executive and staff.

Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the executive accordingly. Makes referrals to appropriate executive staff or provides requested information.

Informs government officials and others of the position of the executive on issues.

Composes letters and memoranda in response to incoming mail or calls. As liaison between the executive and subordinates or others, exchanges information; transmits directives, instructions, and assignments; and follows up on status of assignments.

Operates computers to produce a variety of documents, charts, and graphs in final form.

Updates executive/commission on status of issues before scheduled meetings.

Prepares agenda and collects materials for meetings, speeches, and conferences; takes minutes and keeps records of proceedings as required.

Plans and coordinates arrangements for professional conferences.

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Reviews, proofreads, and edits documents prepared for the executive's signature.

Takes and transcribes dictation on technical and confidential matters from the executive or commission member(s) as required.

Coordinates and facilitates the executive's or commission's calendar to arrange appointments, meetings, and conferences.

Recommends actions to be taken on office expenditures such as equipment and supply needs. May assist in preparation of the office budget.

Attends meetings as executive's or commission's representative; reports on proceedings.

Compiles and maintains records, statistical information, and reports.

Participates in and may coordinate committees or task forces, as assigned.

Establishes and maintains various filing and records management systems.

Makes domestic and foreign travel arrangements, prepares itineraries, prepares and compiles travel vouchers, and maintains all travel records.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Senior Executive Management Assistant (Supervisors)

Evaluates and verifies employee performance through the review of completed work assignments and/or the review of work techniques.

Selects and assigns staff, assuring equal employment opportunity in hiring and promotion.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 9-level, thorough knowledge is required at the 11-level, and extensive knowledge is required at the 13 and 15 levels.

Knowledge of the application of instructions and guidelines to specific problems.

Knowledge of the application of the mission of the specific organizational entity to the performance of executive support activities.

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Knowledge of the application of the overall mission of a department to the performance of executive support activities.

Knowledge of organization, subject matter procedures, instructions, and guidelines of departments within the state service.

Knowledge of departmental policies, procedures, and organizational relationships.

Knowledge of the organization, punctuation, and composition of business letters, reports, charts, and tabular material.

Knowledge of correct English usage, spelling, and punctuation.

Knowledge of current computer environments, i. e., Windows or Systems 7.

Knowledge of software programs such as: Word, WordPerfect, Excel, Access, Lotus, FoxPro, and PowerPoint.

Knowledge of the organization and maintenance of filing systems.

Knowledge of the techniques of receiving callers, making appointments, and giving information.

Some knowledge of human resource practices.

Some knowledge of budget preparation.

Ability to maintain a high degree of confidentiality.

Ability to make decisions where precedents may not be established.

Ability to apply the overall mission of a department to make executive support decisions.

Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.

Ability to apply instructions and guidelines in the disposition of problems.

Ability to follow complex instructions.

Ability to compose letters and memoranda.

Ability to type and/or take dictation to meet standards in giving out information and referring callers.

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Ability to use a Windows or Systems 7-based environment to create presentations, charts, graphs, databases, and spreadsheets.

Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.

Ability to direct, review, and evaluate the work of other employees, as required.

Ability to make decisions and take necessary actions.

Ability to maintain composure during stressful situations.

Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.

Additional Knowledge, Skills, and Abilities

Senior Executive Management Assistant (Supervisors)

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment opportunity and affirmative action practices.

Some knowledge of labor relations.

Ability to select, instruct, direct, and evaluate employees.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a high school diploma or a GED Certificate.

Experience

Senior Executive Management Assistant 9

Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years equivalent to experienced E7 level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

OR

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Four years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update transactions is an essential part of the work, including one year equivalent to advanced 8 level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

Senior Executive Management Assistant 11

Six years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including three years equivalent to advanced 8 level administrative support work, or equivalent to a Secretary E8, or Legal Secretary.

OR

Six years of typing-related administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years of experience involving secretarial/management assistant practices equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

OR

Six years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to the Division Head Legal Secretary 10 or Executive Secretary E10.

Senior Executive Management Assistant 13 and 15

Four years of administrative and executive support experience equivalent to the Senior Executive Management Assistant 9, Secretary 9, or Legal Secretary 9.

OR

Three years of administrative and executive support experience equivalent to an Executive Secretary E10, Legal Secretary 10, ,Secretary Supervisor 10.

OR

Two years equivalent to the Senior Executive Management Assistant 11, Executive Secretary 11,or Secretary Supervisor 11.

OR

One year equivalent to the Senior Executive Management Assistant 12 or Executive Secretary 12.

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Alternate Education and Experience

Possession of an associate degree in applied arts and sciences in an executive secretarial science curriculum may be substituted for one year as a Secretary 9.

Special Requirements, Licenses, and Certifications

Some positions may require stenographic skills.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SEMA

Job Code Description

Senior Executive Management Assistant

Position Title

Senior Executive Management Assistant-1
Senior Executive Management Assistant-2
Senior Executive Management Assistant-3
Senior Executive Management Assistant-4

Position Code

SEMA1
SEMA2
SEMA3
SEMA4

Pay Schedule

NERE-026P
NERE-027P
NERE-028P
NERE-029P

ECP Group 1
6/12/2002
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